



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 2000

SECURITY

D8H1TX TO D8H3XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses three levels in the Labor, Trades, and Crafts Occupational Group and describes work in security of buildings and access to parking. Positions patrol, secure, and control access to buildings and contents, equipment and property, and parking facilities, including parking revenue collection. Assignments may be performed while stationary or mobile.

INDEX: Security I begins on this page, Security II begins on page 2, and Security III begins on page 3.

SECURITY I

D8H1TX

CONCEPT OF CLASS

This class describes the fully-operational level. Positions operate independently in performing the full range of security and parking services. Work requires determining solutions to the full range of practical problems. Judgment is used on an ongoing basis to select and apply the most appropriate guidelines and adapt them to develop work procedures that accomplish the tasks. Work includes ensuring that equipment is operational, enforcing agency rules and regulations, writing reports, collecting fees, and assisting law enforcement officials as needed. Some assignments will not move beyond this level.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the defined level, as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. Alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate

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steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is prescribed, as described here. Positions apply established, standard guidelines which cover work situations and alternatives. Action taken is based on learned, specific guidelines that permit little deviation or change as the task is repeated. Any alternatives from which to choose are clearly right or wrong at each step.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

SECURITY II

D8H2XX

CONCEPT OF CLASS

This class describes the work leader. Work leaders exercise some control over the continual work product of others. This class differs from the Security I on Complexity and Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the defined level, as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. Alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

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Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions to problems and tasks. Guidelines in the form of specified processes, techniques, and methods exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a work leader. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinates must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

SECURITY III

D8H3XX

CONCEPT OF CLASS

This class describes the supervisor. Supervisors exercise direct, formal control over assigned staff. Work includes accountability for actions and decisions impacting the pay, status, and tenure of others and for determining operations to accomplish the work. This class differs from the Security II on Decision Making and Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the security or parking process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established

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process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices as defined by the process.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions to problems and tasks. Guidelines in the form of specified processes, techniques, and methods exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving information grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Effective 7/1/00 (KKF). Parking Attendant II (D5H2) abolished as part of the LTC consolidation study. Draft published 3/31/99, proposed 5/24/99, and final 7/1/99.

Effective 7/1/99 (KKF). LTC consolidation study consolidated Security Guard (D5J1 - D5J3) and Parking Attendant (D5H1 - D5H2). Draft published 3/31/99 and proposed 5/24/99.

Effective 9/1/93 (LDS). Job Evaluation System Revision project. Published as proposed 5/17/93 (Parking Attendant) and 5/10/93 (Security Guard).

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Revised 11/1/90. Changed class code and nature of work for Security Guard (A9230) and Supervising Security Guard II (A9236); entrance requirements for Senior Security Guard (A9232).

Revised 7/1/89. Changed class code, title, grade, and entrance requirements for Parking Attendant (A9240). Created Supervising Parking Attendant (A9242). Changed class code, title, grade, and entrance requirements for Security Guard series (A9230-36).

Created 7/1/77. Senior Security Guard (A9232).

Created 8/1/75. Supervising Security Guard II (A9236).

Created 1/1/75. Parking Attendant (A9240), Security Guard (A9230) and Supervising Security Guard I (A9234).

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Security I	Defined	Prescribed	Exchange	Indiv. Contributor
Security II	Defined	Patterned	Exchange	Work Leader
Security III	Operational	Patterned	Exchange	Unit Supervisor